



CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES

October 24, 2024 at 4:30 PM

3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

John Fjeldahl called the meeting to order at 4:30 p.m. The following were present:

Burlington City- Jerick Hedges

Minot City- Lisa Olson, Harold Stewart

Surrey City- Michael Thiesen

Ward County- John Fjeldahl, Bucky Anderson

Others Present: John Van Dyke, Dana Larsen, Wayne Zacher, Stacey Hanson, Brittany Shefstad, and Nicole Robinson

Absent: Mark Jantzer

Review/Approval of the September Policy Board Meeting Minutes

Lisa Olson moved to approve the September 19, 2024 meeting minutes as presented. The motion was seconded by Thiesen and carried the following vote: ayes: Olson, Fjeldahl, Anderson, and Thiesen; nays: none; abstain: Stewart & Hedges.

Old Business:

Office Lease

John Van Dyke reported that the office lease has been reviewed by the MPO Attorney and the City of Minot Attorney. He detailed some of the specifics in the agreement and asked for approval by the policy board.

Thiesen moved to approve the Executive Director to sign the Office Sharing Agreement on behalf of the Central Dakota MPO as presented. This was seconded by Olson and carried the following vote: ayes: Olson, Stewart, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

Public Participation Plan (PPP) Final Approval

Van Dyke reported completing the 45-day public comment period as required and received four comments that were responded to accordingly.

Stewart moved to approve the Public Participation Plan as presented. This was seconded by Hedges and carried the following vote: ayes: Olson, Stewart, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

Updated Monthly Activities Document

Van Dyke gave an update on the public engagement opportunities over the last month. He reported presenting at the member jurisdictions. Attendance was in the low twenties across the three jurisdictions. The discussions were relevant and engaging. Policy Board will receive a full update and summary of the interactions and results from the consultants at the December 19th Policy Board Meeting.

Van Dyke reported attending bi-weekly meetings. He also reported that the Travel Demand Model by ATAC has had some issues. Some of which have been fixed. He also noted Amendment #1 was submitted and approved and that he has a final document related to the UPWP for Commissioner Fjeldahl to sign after the meeting. Once the form is signed, Van Dyke will be working towards establishing the contract.





Public Participation Plan – Van Dyke will post the approved version to the website and send copies to NDDOT, FTA, and Federal Highway.

MPO Website – Van Dyke will add required documents and explore website options.

Van Dyke reported meetings with TAC, ATAC, and MPO directors from across the state. He also attended the AMPO Annual Conference in Salt Lake City, Utah September 23-26 and a Traffic Operations Annual Round Table last week for NDDOT.

He reported that the MPO Office Lease is finalized and that the CDMPO and City of Minot MOU has been approved by the City of Minot and should be submitted for approval with Policy Board next month.

Updated List of Stakeholders/Focus Group Participants

Van Dyke presented the CDMPO 2050 MTP Focus Groups List. The group brainstormed possible additions.

New Business:

Finance Documents

Van Dyke presented the MPO Expenditure List and reviewed the expenses.

Olson moved to approve the monthly financial report as presented. This was seconded by Stewart and carried the following vote: ayes: Olson, Stewart, Fjeldahl, Anderson, Thiesen, and Hedges; nays: none.

CDMPO Website Discussion

Van Dyke discussed the possibility of creating a stand-alone website for the MPO instead of using a page on the City's site in order to differentiate the MPO from the member jurisdictions. Policy Board Members discussed paying for website creation and maintenance services versus creating and maintaining a website through website builders like Squarespace. Members asked Van Dyke to research a few options.

Wayne Zacher reported some of the ways other MPO's in North Dakota have utilized websites.

Other Business

Opportunity for Public Comment

No public present

Adjournment

There being no further business, Thiesen moved to adjourn the meeting. The motion was seconded by Stewart and carried unanimously. The meeting adjourned at 5:46 pm.

